

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Policies and Procedures  
Friday, August 12, 2022  
9:00 AM***

*Arlington High School  
869 Massachusetts Avenue  
School Committee Room - 6th Floor  
Arlington, MA 02476*

### *Open Meeting (P. Schlichtman)*

*There will be no **Public Comment** agenda item, but members of the public who wish to comment on individual agenda items will have the opportunity to comment.*

### *Approval of Minutes*

*Minutes - June 15, 2022*

### *Self-Storage Resolution*

*File AD - Vision, Mission and Strategic Priorities*

*Replace current policy - incorporating new strategic plan.*

*File FF-E: Draft Procedures for Naming AHS Special Spaces (E. Homan)*

*Edits and revisions in response to First Reading*

### *Discussion: Open Enrollment*

### *Future Agenda Items*

### *Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Paul Schlichtman*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at [ediggins@arlington.k12.ma.us](mailto:ediggins@arlington.k12.ma.us).



## **Town of Arlington, Massachusetts**

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### **Meeting Location**

#### **Summary:**

Arlington High School  
869 Massachusetts Avenue  
School Committee Room - 6th Floor  
Arlington, MA 02476



## **Town of Arlington, Massachusetts**

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### **Open Meeting (P. Schlichtman)**

#### **Summary:**

There will be no **Public Comment** agenda item, but members of the public who wish to comment on individual agenda items will have the opportunity to comment.



## **Town of Arlington, Massachusetts**

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### **Approval of Minutes**

#### **Summary:**

Minutes - June 15, 2022

#### **ATTACHMENTS:**

| Type  | File Name                                  | Description   |
|---|--|---|
| <input checked="" type="checkbox"/> Minutes | Policies_and_Procedures_minutes_061522.pdf | Policies and Procedures DRAFT Minutes<br>06-15-2022 |

**Arlington School Committee**  
**Standing Subcommittee: Policies and Procedures**  
**Wednesday, June 15, 2022 10:45 a.m.**  
**Central Administration Office**  
**Sixth Floor, Arlington High School**  
**869 Massachusetts Avenue**  
**Arlington, MA 02476**  
**Draft Minutes**

**Open Meeting**

**Members Present:**

Paul Schlichtman, chair.  
Kirsti Allison-Ampe  
Bill Hayner

**Also Present:**

Elizabeth Homan, Superintendent  
Robert Spiegel, Director of Human Resources  
Julie Hall, community member and APS parent

There was no **Public Comment** agenda item, but members of the public who wished to comment on individual agenda items were offered the opportunity to comment under that agenda item.

**Approval of Minutes – March 18, 2022**

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the minutes of March 18, 2022. **Roll Call:**

|                     |     |             |       |
|---------------------|-----|-------------|-------|
| Kirsti Allison-Ampe | Yes | Bill Hayner | Yes   |
| Paul Schlichtman    | Yes |             | (3-0) |

**File: EBC SUPPLEMENTAL: GENERAL (INTERIM) POLICY ON COVID-RELATED ISSUES**

The subcommittee discussed eliminating EBC Supplemental, the interim policies that were enacted at the start of the COVID-19 pandemic. There was consensus that most of the policies no longer applied, as we have returned to in-person instruction. The committee discussed the possible retention of vaccination requirements.

Superintendent Homan discussed the logistics required for the administration of policies pertaining to vaccination requirements, with a particular focus on visitors and volunteers.

Dr. Allison-Ampe said she was opposed to eliminating the vaccination requirements for participation in athletics and rostered extracurricular activities. She said vaccination reduces the probability of spread and the severity of illness.

Ms. Hall said she was opposed to retaining any vaccination mandate. She said that Belmont is the only other district with a vaccine mandate for participation, which means that Arlington students routinely compete with children from other districts without mandates.

Mr. Schlichtman raised the question of the cost to administer vaccine policies versus the benefit of increasing the number of students who are vaccinated for COVID-19. He proposed that the subcommittee take two votes, one deleting EBC Supplemental, and a second vote retaining a vaccine mandate for participation in athletics and rostered extracurricular activities. He said the full school committee should be given the opportunity to discuss the vaccine mandate.

The subcommittee and the superintendent agreed that school nurses and the town health department should be consulted before the full committee makes a decision on a mandate for athletics and rostered extracurricular activities.

On a **motion** by Mr. Hayner, **seconded** by Mr. Schlichtman, it was **voted** to recommend to the full school committee that File EBC Supplemental should be deleted. **Roll Call:**

|                    |     |             |       |
|--------------------|-----|-------------|-------|
| Kirsi Allison-Ampe | No  | Bill Hayner | Yes   |
| Paul Schlichtman   | Yes |             | (2-1) |

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was voted to present to the full committee retention of requirements for students to be fully vaccinated for SARS-CoV-2 (COVID-19) prior to participation in school-sponsored sports and rostered extra-curricular activities that occur outside the school day. **Roll Call:**

|                    |     |             |       |
|--------------------|-----|-------------|-------|
| Kirsi Allison-Ampe | Yes | Bill Hayner | Yes   |
| Paul Schlichtman   | Yes |             | (3-0) |

#### **File: ACAB - SEXUAL HARASSMENT**

The subcommittee considered a new File ACAB, recommended by the Massachusetts Association of School Committees, updated to align with changes to state and federal law. Dr. Allison-Ampe recommended some minor edits to correct grammar and enhance the clarity of the language presented to the subcommittee. The subcommittee accepted the edits prior to voting to recommend approval to the full committee.

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to recommend replacing the current File ACAB with an updated version. **Roll Call:**

|                    |     |             |       |
|--------------------|-----|-------------|-------|
| Kirsi Allison-Ampe | Yes | Bill Hayner | Yes   |
| Paul Schlichtman   | Yes |             | (3-0) |

**File FF-E: PROCEDURES FOR NAMING NEW SPACES AT ARLINGTON HIGH SCHOOL**

The subcommittee discussed the superintendent's recommendation to create an advisory panel. The subcommittee suggested that a minimum of two community members should be included in the membership, and the school committee should select the community members who would serve, in addition to its designee. The subcommittee added language that the student member should be selected by student government. The superintendent will select the rest of the advisory panel's members, and she will be responsible for convening the advisory panel. Terms of appointment will expire when the new building is completed and spaces are appropriately named.

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to recommend approval of File FF-E, Procedures for Naming New Spaces at Arlington High School.

**Roll Call:**

|                    |     |             |       |
|--------------------|-----|-------------|-------|
| Kirsi Allison-Ampe | Yes | Bill Hayner | Yes   |
| Paul Schlichtman   | Yes |             | (3-0) |

**Future Agenda Items** None.

**Adjourn**

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to adjourn at 11:42 a.m.

**Roll Call:**

|                    |     |             |       |
|--------------------|-----|-------------|-------|
| Kirsi Allison-Ampe | Yes | Bill Hayner | Yes   |
| Paul Schlichtman   | Yes |             | (3-0) |

**File: JLCB - IMMUNIZATION OF STUDENTS**

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health.

**For the 2022-23 school year, students must be fully vaccinated for SARS-CoV-2 (COVID19) prior to participation in school-sponsored sports and rostered extra-curricular activities that occur outside the school day.**

The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

LEGAL REF.: M.G.L. [76:15](#)

CROSS REF.: [JF](#), School Admissions

## SEXUAL HARASSMENT

### **SUBSTITUTE THIS TEXT, REPLACING CURRENT POLICY**

The Arlington School Committee and Arlington Public Schools are committed to maintaining an education and work environment for all school community members. that is free from all forms of harassment, including sexual harassment. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Arlington Public Schools.

**Sexual harassment** is unwelcome verbal or physical behavior of a sexual nature. The definition includes unwelcome behavior of a sexual nature that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent, or is clearly unreasonable in light of known circumstance.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender nonconforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

### **NOTICE OF SEXUAL HARASSMENT**

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

## **DUE PROCESS PROTECTIONS**

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- 3) The clear and convincing evidence or preponderance of the evidence, subject to limitations;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;
- 8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

The district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in

compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

## **RECORD KEEPING REQUIREMENTS**

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Arlington Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

List the name and phone number of the District's Title IX Coordinator

List the appropriate party by name and phone number to receive a complaint in each District School  
Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601 Boston, MA 02108.  
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education) 5 Post Office Square, 8<sup>th</sup> Floor Boston, MA 02109.  
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission, John F. Kennedy Bldg. 475 Government Center Boston, MA 02203.

LEGAL REF.:                   M.G.L. 151B:3A  
                                  Title IX of the Education Amendments of 1972  
                                  BESE 603 CMR 26:00  
                                  34 CFR 106.44 (a), (a)-(b)  
                                  34 CFR 106.45 (a)-(b) (1)  
                                  34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

**Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title**

**IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.**

SOURCE: MASC December 2021

**File: FF-E - PROCEDURES FOR NAMING NEW SPACES AT ARLINGTON HIGH SCHOOL**

The Arlington School Committee recognizes that it is traditional to designate spaces in school buildings with the names of important members of the educational community. In addition, there are many memorials and honors currently in the building and its surrounding area. This policy is meant to provide guidance and a process for naming and commemorations of new spaces at Arlington High School.

By majority vote and adherence to town bylaws, the School Committee has the authority to name spaces in the new AHS or any facility or property owned by APS. There is a School Committee policy and a Town bylaw that requires the SC to consult with the Town's Public Memorials Committee before naming any space owned by APS.

In order to name common spaces in new and existing APS buildings, the Superintendent will create and convene an Advisory Panel on Naming and Memorials at Arlington High School, with no more than 11 members.

The panel would include a minimum of one representative appointee from each of the following:

1. the Superintendent's Leadership Team
2. the School Committee, by vote of the school committee.
3. A school administrator from Arlington High School,
4. 1-2 staff members from Arlington High School,
5. An Arlington High School student representative, selected by student government, and
6. A minimum of two community members, by vote of the school committee.

The advisory committee would review the criteria for naming decisions, consult with the Arlington Public Memorials Committee, manage a process for receiving and reviewing proposals, and make recommendations to the school committee about naming and memorials at any and all APS facilities.

**Charge of the Panel**

The Advisory Panel on Naming and Memorials at Arlington High School recommendations for the 7 major named spaces that will be completed by September 2024, the beginning of Phase 4.

The panel will create an ongoing process for naming additional spaces over time. The panel will create a timeline for naming of spaces rather than naming all spaces at the same time. This will create opportunities for the community to recognize people over time and create opportunities to note and honor each naming.

**Criteria for Names**

Our purpose is to create an inclusive process and guidelines for making recommendations for naming facilities in the new building in ways that honor the legacy and values of Arlington High School.

As has been past practice, it is our intent to name spaces after members of the Arlington High School Community who have made contributions to the education of students and the mission of Arlington High School. These would include staff, alumni, or Arlington educators.

The criteria allows for naming of spaces after living people, but we recommend that we do not name spaces for people who are critically ill or until 3 years after their passing. This helps to allow for the community to process a death without creating conflict around the naming in the midst of grief.



## **Town of Arlington, Massachusetts**

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### **Self-Storage Resolution**

#### **ATTACHMENTS:**

| Type                 | File Name                         | Description                   |
|----------------------|-----------------------------------|-------------------------------|
| ❑ Reference Material | Secure_Gun_Storage_Resolution.pdf | Secure Gun Storage Resolution |

## Arlington Public Schools Resolution: Secure Gun Storage

One of the Arlington Public Schools' highest priorities is school safety. While we focus on all areas of safety, this resolution has a particular focus on gun violence prevention through the leadership of the district, information sharing, empowerment, and education of our school community.

The Arlington Public Schools are aware that an estimated 4.6 million American children live in households with at least one loaded, unlocked firearm<sup>1</sup> and that each year nearly 350 children under that age of 18 unintentionally shoot themselves or someone else<sup>2</sup>. That is roughly one unintentional shooting per day, and 77 percent of these incidents take place inside a home<sup>3</sup>. Another 700 children die by gun suicide each year<sup>4</sup>, most often using guns belonging to a family member<sup>5</sup>. Research shows that secure firearm storage practices are associated with up to an 85 percent reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens<sup>6</sup>.

**Whereas**, The U.S. Secret Service National Threat Assessment Center recommends the importance of appropriate storage of weapons because many school attackers used firearms acquired from their homes;

**Whereas**, Keeping students, teachers and staff safe from the threat of gun violence should be the responsibility of all adult stakeholders at each of our school sites;

**Whereas**, Across the country, lawmakers, community members, and local leaders are working together to implement public awareness campaigns, such as Moms Demand Action for Gun Sense in America's Be SMART program, which is endorsed by the National PTA and which encourages secure gun storage practices and highlights the public safety risks of unsecured guns;

**Whereas**, State law requires adults to securely store their firearms;

**Whereas**, In order to continue with preventive measures to increase student and school safety we must act now;

now therefore, be it **Resolved**, That the School Committee directs the Superintendent and staff to inform parents and guardians of their legal obligations regarding the secure storage of firearms; and be it further

**Resolved**, That the School Committee and the Superintendent will continue to work with local law enforcement agencies, health agencies and non-profit organizations to collaborate and increase efforts to inform Arlington parents and guardians of their obligations regarding secure storage of firearms in their homes.

PASSED AND ADOPTED by the Arlington School Committee

<sup>1</sup> Azrael D, Cohen J, Salhi C, Miller M. Firearm storage in gun-owning households with children: results of a 2015 national survey. *Journal of Urban Health*. 2018; 95(3):295-304, <https://doi.org/10.1007/s11524-018-0261-7>. Study defined children as under the age of 18.

<sup>2</sup> Everytown for Gun Safety. #NotAnAccident Index. 2020. <https://everytownresearch.org/maps/notanaccident> Analysis includes incidents that occurred between 2015 and 2019.

<sup>3</sup> Everytown for Gun Safety. #NotAnAccident Index. 2020. <https://everytownresearch.org/maps/notanaccident>). Analysis includes homes of the shooter, the victim, relatives' homes, friends' homes, and "other" homes.

<sup>4</sup> Centers for Disease Control and Prevention, National Center for Health Statistics. WONDER Online Database, Underlying Cause of Death. A yearly average was developed using five years of most recent available data: 2015 to 2019. Children defined as aged 0 to 17.

<sup>5</sup> Johnson RM, Barber C, Azrael D, Clark DE, Hemenway D. Who are the owners of firearms used in adolescent suicides? *Suicide and Life-Threatening Behavior*. 2010;40(6):609-611. Study defined children as under the age of 18. Over 80 percent of children who died by gun suicide used a gun belonging to a family member.

<sup>6</sup> Grossman DC, Mueller BA, Riedy C, et al. Gun storage practices and risk of youth suicide and unintentional injuries. *JAMA*. 2005; 293(6):707-714. Study found households that locked both firearms and ammunition had an 85 percent lower risk of unintentional firearm deaths than those that locked neither.



## Town of Arlington, Massachusetts

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### File AD - Vision, Mission and Strategic Priorities

#### Summary:

Replace current policy - incorporating new strategic plan.

#### ATTACHMENTS:

| Type   | File Name  | Description  |
|--------|--|--|
| Policy | File- AD -<br>_VISION_ MISSION_ AND_ STRATEGIC_ PRIORITIES.pdf | File- AD – VISION,<br>MISSION, AND STRATEGIC<br>PRIORITIES |

## **File: AD – VISION, MISSION, AND STRATEGIC PRIORITIES**

The Vision and Mission Statements for the Arlington Public Schools are strategic in nature, define the district's hopes and dreams for its students, and articulate the district's top priorities. The strategic priorities guide the development of annual district goals developed by the Superintendent, and are approved each fall by the School Committee.

### **Vision Statement**

The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.

### **Mission Statement**

The Arlington Public Schools focuses on the whole child to create inclusive and innovative learning opportunities for all students, values diverse identities and ways of learning, prepares all staff to maintain high expectations while providing necessary supports, and sustains collaborative partnerships with families and the community.

### **Strategic Priority One – Ensuring Equity and Excellence**

The Arlington Public Schools will ensure equity, excellence, and access to rigorous learning experiences for all students. All graduates will be prepared to achieve their choices of post-secondary education, career, and community contribution.

### **Strategic Priority Two – Valuing All Staff**

The Arlington Public Schools will recruit and retain an excellent and diverse workforce by creating a collaborative and supportive culture for all staff; providing high-quality and relevant professional development; expanding opportunities for leadership and shared decision-making; and prioritizing representation, diverse perspectives, and expertise.

### **Strategic Priority Three - Improving Infrastructure, Operations, and Sustainability**

The Arlington Public Schools will maintain a system of schools that is safe, well-maintained, sustainable, and fiscally responsible, with the appropriate tools and resources to support best educational practices and an optimum teaching and learning environment.

### **Strategic Priority Four – Sustaining Collaborative Partnerships**

The Arlington Public Schools will partner collaboratively with families in meeting the educational needs of all students; facilitate consistent two-way communication; and provide timely, transparent, relevant, and accessible information to all stakeholders.

As part of the process to develop annual goals, the superintendent may recommend revisions of the Strategic Priorities, which will be subject to the approval of the school committee.

CROSS REF.: [BDFA-E-2](#), District-Wide Goal Setting and Performance Objective Process



## Town of Arlington, Massachusetts

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### File FF-E: Draft Procedures for Naming AHS Special Spaces (E. Homan)

#### **Summary:**

Edits and revisions in response to First Reading

#### **ATTACHMENTS:**

| Type                                       | File Name                 | Description           |
|--|---------------------------|-----------------------|
| <input checked="" type="checkbox"/> Policy | File_FF-E_August_2022.pdf | File FF-E August 2022 |

## **File: FF-E - PROCEDURES FOR NAMING NEW SPACES AT ARLINGTON HIGH SCHOOL**

The Arlington School Committee recognizes that it is traditional to designate spaces in school buildings with the names of important members of the educational community. This policy is meant to provide guidance and a process for naming and commemorations of seven new spaces at Arlington High School.

The Arlington School Committee has the authority to name spaces in the new Arlington High School building. The school committee has established a policy to seek an advisory opinion from the Public Memorial Committee prior to any vote to name spaces under the jurisdiction of the school committee. The opening of the new school provides an opportunity to name seven new major spaces, and the school committee seeks to create an open and transparent process for naming these spaces, aligned with existing policy and town bylaws.

In order to name seven new common spaces in Arlington High School, the Superintendent will create and convene an Advisory Panel on Naming and Memorials at Arlington High School, with no more than 11 members.

The panel would include a minimum of one representative appointee from each of the following:

1. the Superintendent's Leadership Team
2. the School Committee, by vote of the school committee.
3. A school administrator from Arlington High School,
4. 1-2 staff members from Arlington High School,
5. An Arlington High School student representative, selected by student government, and
6. A minimum of two community members, by vote of the school committee.

The advisory committee shall review the criteria for naming decisions, consult with the Arlington Public Memorial Committee, manage a process for receiving and reviewing proposals, and make recommendations to the school committee about naming the seven major named spaces at Arlington High School. The seven major named spaces to be named are:

1. Discourse Lab
2. Auditorium
3. Library
4. Black Box Theater
- 5-7. Three Gyms

### **Charge of the Panel**

The Advisory Panel on Naming and Memorials at Arlington High School recommendations for the seven major named spaces shall be completed by September 2024 (the beginning of Phase 4). The Advisory Panel on Naming and Memorials shall dissolve upon the completion of its work.

### **Criteria for Names**

The Arlington School Committee seeks to create an inclusive process and guidelines for making recommendations for naming facilities in the new building in ways that honor the legacy and values of Arlington High School.

As has been past practice, it is our intent to name spaces after members of the Arlington High School Community who have made contributions to the education of students and the mission of Arlington High School. These would include staff, alumni, or Arlington educators.

This criteria allows for naming of spaces after living people, but we recommend that we do not name spaces for people who are critically ill or until 3 years after their passing. This helps to allow for the community to process a death without creating conflict around the naming in the midst of grief.

References:

[File: FF - POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES](#)

[Title II, Article 4, Bylaws of the Town of Arlington](#)



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**Town of Arlington, Massachusetts**

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**Discussion: Open Enrollment**

**ATTACHMENTS:**

| Type                                | File Name   | Description   |
|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> | Policy File_JC_ASSIGNMENT_OF_STUDENTS_TO_SCHOOLS_BUFFER_ZONES_OPEN_ENROLLMENT.pdf | File JC<br>ASSIGNMENT OF<br>STUDENTS TO<br>SCHOOLS_BUFFER<br>ZONES_OPEN<br>ENROLLMENT |

**File: JC - ASSIGNMENT OF STUDENTS TO SCHOOLS/BUFFER ZONES/OPEN ENROLLMENT**

The establishment or change of school attendance areas may be required when an overcrowded condition or underutilization exists in an existing school, or when there is development of new residential areas, or when there is the opening of a new school.

The Committee will confer with the community prior to setting new attendance lines, taking active steps to ensure that all stakeholders and residents are informed and notified via outlets where Arlington residents receive information about town related matters. Such notification to take place at least 60 days prior to setting new attendance lines.

The Committee's primary basis for judgment must be equity of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines and/or school assignments for individual children in the best interests of the student and/or the school. The Superintendent may exercise this authority for any of the following purposes:

- Manage disparities in class sizes between schools and/or prevent or alleviate a condition of classroom overcrowding.
- Preserve family integrity, where two or more children from a single family are of elementary school age and at risk of separation between schools.
- Assist families facing temporary dislocations or changes in their living situation.
- Facilitate school construction or renovation projects.
- Provide specialized services addressing specific student needs.
- Address any other situation which the Superintendent deems to be an extenuating circumstance.

The Arlington School Committee establishes two other ways in which exceptions in school assignments may be made: Buffer Zones and Open Enrollment

**Buffer Zones**

The School Committee establishes certain "Buffer zones", addresses on or near certain elementary school district boundaries, as areas from which new students in that elementary school district may be assigned to either one of the immediate elementary school districts. Once a student is assigned a school, that will be his or her school until graduation unless he or she applies for, and is granted, open enrollment or if the child requires a programmatic change or school change as necessitated by the Superintendent or for other unforeseen circumstances. Subsequent assignments of siblings in a given family will be made to the same school.

Use of the buffer zones is only done when there is a material enrollment problem between the two schools. With respect to the assignment of new families residing in Buffer zones, class size equity is the primary driving factor of using the buffer zones. Any use of the buffer zones will strive for neighborhood continuity and cohesion. It should be accomplished with the least amount of disruption to families and the local community.

To determine a material enrollment problem, the Superintendent will calculate the potential class sizes at the schools using the 2011 district boundaries. When the superintendent determines there is a material enrollment issue, it should be addressed through voluntary measures first. These include use of family preferences within the buffers, outreach to families in the district and open enrollment. Family preferences will be granted where they help address a material enrollment problem.

Finally, if voluntary measures are not sufficient to address class equity issues, the Superintendent will make assignments. Any assignment across the 2011 district lines will be made using the following criteria:

- The distribution of students within the buffers to maximize cohesion
- Family and neighborhood equity

For further specificity regarding timeline and priorities please refer to the attached Guidelines [JC-E](#).

The following areas, described in the attached map, are designated as Buffer zones, subject to annual review by the Superintendent of Schools and the School Committee.

The Superintendent of Schools shall have the sole responsibility of the assignment of new families residing in Buffer zones, in accordance with School Committee policy.

### **Open Enrollment**

Open enrollment is defined as a condition whereby a resident of the Town whose child resides in one elementary school district may request admission to a school in another elementary school district. If they do not receive authorization to do so, the family may re-request each year thereafter. Once a child is open enrolled in an elementary school, by default they are in that school for the rest of the elementary years without having to reapply unless there is a redistricting. Redistricting makes all open enrollments null and void and interested parents would have to reapply.

While students have a right to attend the elementary school in the elementary school district where they reside, the Arlington School Committee endorses a policy of open enrollment, subject to certain provisions set forth below which are designed to support the class size policy of the Arlington Public Schools, to ensure even utilization of individual building resources and staff throughout the system, and to protect the educational well-being of the students.

Families residing in buffer zones will have priority to their first choice school over other open enrollment applicants.

The Superintendent will use the following criteria for deciding upon granting of open enrollment requests:

- Manage disparities in class sizes between schools and/or prevent or alleviate a condition of classroom overcrowding.

- Preserve family integrity, where two or more children from a single family are of elementary school age and at risk of separation between schools.
- Assist families facing temporary dislocations or changes in their living situation.
- Facilitate school construction or renovation projects.
- Provide specialized services addressing specific student needs.
- Address any other situation which the Superintendent deems to be an extenuating circumstance.

Transportation to and from school is up to the family of the open enrolled student. The superintendent has sole authority of granting open enrollment requests.

The Superintendent of Schools shall have the sole responsibility of the assignment of students who request open enrollment, in accordance with School Committee policy.

### **Reporting**

Each year, by the second meeting in October, the Superintendent will report to the School Committee on the implementation of this policy and its effectiveness. A key focus will be on class size equity and how the policy is impacting and working towards improving it. The report will include but not be limited to a description of buffer use, open enrollment and their effectiveness. It should answer questions like:

- "Are the desired results being achieved, and if so, is this attributable to the buffer zone and open enrollment policy or other factors?"
- "Is class equity improving? "
- "Are imbalances smaller?"
- "What buffers are being activated, by how much and what's the flow between districts?"

The data will include but not be limited to:

- Numbers on class size by school, grade and class including appropriate history for comparison
- Numbers by specific buffer, using the full list of 6E buffer designations, showing the number of students in each sub-buffer and those assigned to other districts
- The percent of family preferences granted and percent of assignments made
- The average class size by school and grade.

The report will be made available to the public on the School Committee website. The data will respect the confidentiality of individuals and families.

LEGAL REFS.: M.G.L. [71:37C](#); [71:37D](#); [71:37I](#); [71:37J](#)

Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75

Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74

Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: [FA/FB](#)/FBB Facilities Planning Enrollment Projections

EEA Student Transportation Services

[EEAA](#) Safe Travel Policy Walkers and Riders



## **Town of Arlington, Massachusetts**

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### **Future Agenda Items**



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**Town of Arlington, Massachusetts**

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**Adjournment**



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**Town of Arlington, Massachusetts**

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**Submitted by Paul Schlichtman**